

# Artist Fellowship Program

For Visual Arts and Media\*

**D.C. Commission on the Arts & Humanities**



## APPLICATION GUIDELINES FOR INDIVIDUALS FY 2007

### **Staff Contact:**

**Mary Liniger**

[mary.liniger@dc.gov](mailto:mary.liniger@dc.gov)

### **Deadline**

**Wednesday, June 1, 2006** at 7:00 p.m.

All applications must be received at the Commission office by this time.

### **Individual Fellowship Program Workshops**

Assistance in preparing applications is available through workshops held on:

- **Wednesday, May 3, 2006**  
D.C. Commission on the Arts and Humanities, 6:00 – 7:30 PM  
410 8th Street, NW, Fifth Floor, Washington, D.C.
- **Wednesday, May 17, 2006**  
D.C. Commission on the Arts and Humanities, 12:00 - 1:00 PM  
410 8th Street, NW, Fifth Floor, Washington, D.C.

### **About the Commission**

The D.C. Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression in the District. The Commission is assisted in its grants making by advisory panels of respected arts professionals and community representatives who make recommendations to the Commission on grant awards.

### **About the Artist Fellowship Program**

**The FY2005 Artist Fellowship Program** offers grants to individuals in the following areas: **performing arts and literature**. Individual Fellowships support individual artists who make a significant contribution to the arts and who promote the arts in the District of Columbia through artistic excellence. Individual artists may apply in **one discipline only**. \*Individual artists in the areas of dance, interdisciplinary/performance art, literature, music and are eligible to apply for fellowships in **FY2007**

D.C. Commission on the Arts  
and Humanities  
410 8th Street, NW, Fifth Floor  
Washington, DC 20004  
(202) 724-5613  
(202) 724-4135 FAX  
(202) 724-3148 TDD  
<http://dcarts.dc.gov>

Anthony Gittens  
Executive Director



Government of the District  
of Columbia  
Anthony A. Williams, Mayor



### **Accessibility Services**

Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger Hickman, at (202) 724-5613 or (202) 727-3148 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

**Proveemos asistencia en ESPAÑOL con previo aviso.**

The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.

## Eligibility

Artist Fellowships are open to practicing artists who are legal residents of the District of Columbia for a period of at least one year prior to the application date and maintain residency during the grant period. Fellowship artistic disciplines rotate on a biannual basis. Only individual applicants in the disciplines of visual arts and crafts and media are eligible to apply for **FY2007** funds. Individual applicants in the disciplines of performing arts and literature will be eligible to apply in **FY2008**. Individual artists are eligible to receive one Artist Fellowship per TWO consecutive years. Only **one** application may be submitted per applicant.

## Grant Amounts/Notification

Artist Fellowships are in the amount of \$5,000 and there is no matching requirement. All applicants will be notified of grant decisions, in writing, after November 15, 2006. Grants awarded for FY2007 must be spent between October 1, 2006 and September 30, 2007. A Final Narrative Report will be due by October 15, 2007. All former grantees are required to have submitted any outstanding final reports to be considered for funding.

**All grants are contingent upon the availability of funds.**

## Evaluation Criteria

Individuals will be evaluated primarily on the basis of artistic merit. Artist efforts to exhibit or present his/her work in the District and productivity will also be considered. Further details on the evaluation criteria can be found in the 2007 Guide to Grants Booklet, available on the Commission website.

**Incomplete applications will not be forwarded to the panel for review.**

## Specific Submission requirements by discipline

Applicants are required to submit recent artistic work samples for the evaluation of artistic merit. Work samples must be labeled with applicant's name, title and date of work. **A self-addressed, stamped envelope** must be provided for the return of work sample(s).

- **VISUAL ARTS AND CRAFTS:** Individuals submit 10 slides or digital images in slide show format of at least five different works. Organizations submit 20 slides or digital images in slide show format of different works. Include 8 copies of a slide identification sheet listing the applicant and artist name, title, medium, size and date of completion of each work. Work samples should be no more than two years old. In addition, applicants are strongly encouraged to submit a work sample for the AFP applicant show; details on the exhibit will be given to applicants on the grant deadline date.
- **MEDIA (FILM/VIDEO/RADIO):** Up to two audio/video tapes of completed work or work-in-progress, and 8 copies of a one-page treatment of each work. Work samples should be no more than five years old.

**See page 14 of the Guide to Grants (available on the Commission website) for additional information on submitting work samples**

## Access and Equal Opportunity

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213) which prohibits discrimination on the basis of disabilities; and the D.C. Human Rights Act of 1977.

**AFP**  
**2007**

# Artist Fellowship Program

Application form for **Individuals**

**APPLICATION DEADLINE:**  
**Wednesday, May 31, 2006**  
**7:00 p.m.**

**SUBMIT: ONE ORIGINAL PACKET** (the signed application form and its attachments)  
and **10 COPIES**, COLLATED, BINDER CLIPPED or STAPLED. **Please type.**

**THIS IS PAGE ONE OF YOUR APPLICATION PACKET**

**To complete the following required information, please refer to codes in the Guide to Grants (pages 10-13):**

Applicant Legal Status: _____	Applicant Institution Type: _____	Applicant Discipline: _____
Project Discipline: _____	Artist Type: _____ (use descriptor from pg. 12)	Type of Activity: _____

**The Guide to Grants may be found online at <http://dcarts.dc.gov>**

**Applicant's Legal Name:** \_\_\_\_\_

**Applicant's Professional Name:** \_\_\_\_\_  
(if different than legal name)

**Address #1:** \_\_\_\_\_ **D.O.B.:** \_\_\_\_\_ **(Include S.S. # on your W-9 form – REQUIRED)**  
(P.O. Box Not Accepted)

**Address #2:** \_\_\_\_\_ **Phone #** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Washington, DC Zip Code:** \_\_\_\_\_ **Ward #** \_\_\_\_\_

**Telephone/day** \_\_\_\_\_ **Telephone/eve:** \_\_\_\_\_ **Fax :** \_\_\_\_\_  
**Email** \_\_\_\_\_ **Website** \_\_\_\_\_

## **PLEASE ATTACH THE ITEMS ON THE AFP CHECKLIST TO THE APPLICATION FORM**

Collate in the exact order of the checklist. Use 8 1/2" X 11" sheets. Include your completed checklist with the application.

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

# AFP

## 2007

## Application Checklist

**Applicant Name:** \_\_\_\_\_

**BE SURE TO ATTACH A COMPLETED COPY OF THIS CHECKLIST TO EACH APPLICATION PACKET.**

For detailed instructions, see page 9-15 of the Guide to Grants

**THIS IS PAGE TWO OF YOUR APPLICATION PACKET**

<b>All Applicants Include:</b>
<input type="checkbox"/> <b>Application Form</b> (as pg. 1 of your application packet)
<input type="checkbox"/> <b>This Checklist</b> (as pg. 2 of your application packet)
<input type="checkbox"/> <b>A self-addressed, stamped mailer if you want your work sample returned.</b>
<input type="checkbox"/> <b>Schedule</b> – Please submit a one-page listing of your artistic activities for 2006-2007. Include a description of how your work involves, enhances, and/or impacts the District community.
<input type="checkbox"/> <b>Resume</b> -- Please submit a resume of your artistic activities and accomplishments
<input type="checkbox"/> <b>Additional Materials</b> – Please submit no more than four items of additional support materials, such as reviews, support letters, programs, brochures, etc.
<input type="checkbox"/> <b>Work Sample Description:</b> A brief description of the work sample submitted (slide identification sheet, treatment, synopsis, etc.)
<p><b>ALSO PROVIDE <u>ONE</u> COPY OF THE FOLLOWING ATTACHED TO THE TOP, ORIGINAL PACKET</b></p> <input type="checkbox"/> Work sample, as defined on page 6 and stamped envelope for return of work sample.
<input type="checkbox"/> A copy of Form W-9 (Request for Taxpayer Identification Number and Certificate); available on the Commission website
<p><b>Optional Survey</b> (see page 6 of the grant application)</p>

## **Other Arts Commission Programs**

The Arts Commission also offers grants to individuals and organizations through project oriented programs including: the Arts Education Projects Program (AEP) and City Arts Projects Program (CAP), Small Projects Program (SPP), Folk and Traditional Arts Mini Grants (FTA) and Young Artist Program (YAP).

### **Arts Education Projects Program (AEP)**

The AEP grants offer funds for programs that provide training and in-depth exploration of artistic disciplines to students from early childhood through 12th grade. The projects should reinforce the importance of the arts as part of a quality education, be consistent with current D.C. Public Schools (DCPS) Content Standards and Benchmark Expectations and address specific needs of the community. Eligible projects include, but are not limited to: artist residencies, workshops, professional development for teachers, curriculum integration projects, performances and organization-sponsored arts education programs. Projects may take place in traditional school settings or arts and humanities venues, community facilities, churches and child care facilities.

### **City Arts Projects Program (CAP)**

The CAP grants offer funds for programs that encourage growth of quality arts activities throughout the city, support local artists and make arts experiences accessible to District residents. Eligible projects include, but are not limited to: festivals, concerts, visual arts exhibitions, literary readings and salary support to enhance cultural diversity among the staffs of arts organizations in the District.

### **Small Projects Program (SPP)**

The SPP offers grants up to \$1,000 to individual artists and arts organizations. The program seeks to make grant funds more accessible for small scale arts projects under \$3,000. Projects may include, but are not limited to art presentations, technical assistance, documentation of artistic products through photography, slides, brochures, etc., and tuition to art-related conferences, workshops and seminars which will enhance and strengthen artistic and professional development.

### **Folk and Traditional Arts Mini Grants (FTA)**

The Folk & Traditional Arts Mini Grant offers quick response small-scaled grants up to \$500 to artists and arts organizations practicing or supporting folk traditions. Folk Arts are traditional cultural expressions through which a group maintains and passes on its shared way of life. Folk Arts are usually learned informally through performance, by example, or in oral traditions among families, friends, neighbors and co-workers rather than through formal education. The Folk Arts Program supports projects that are developed in close consultation and collaboration with the communities whose traditions are to be presented.

### **Young Artist Program (YAP)**

The Young Artists Program offers grants of up to \$3,500 to artists between the ages of 18 and 30. The Arts Commission recognizes that there are young segments of our community who are creating art and contributing to the vitality of our city. This program is devoted to identifying and assisting these young artists. Grants will support individuals in the following areas: crafts, dance, interdisciplinary/performance art, literature, media, music, theater and visual arts. Eligible projects include support for innovative art projects and community service projects aimed primarily at providing access and positive alternatives for youth

## **Information**

For more information please call

(202) 724-5613 (voice); (202) 727-4135 (fax); (202) 727-3148 (TDD)

Visit our home page: <http://dcarts.dc.gov> or contact us by e-mail at: [dcart@dc.gov](mailto:dcart@dc.gov)

## Grantee Information – OPTIONAL SURVEY

The D.C. Commission on the Arts and Humanities is requesting the following demographic data to comply with the agency's annual reporting as requested by the National Endowment for the Arts from all state arts agencies.

The information provided will in no way impact on any decision (funding or otherwise) regarding your project, organization, or proposal.

This form is optional, and the D.C. Commission on the Arts and Humanities respects the rights of any and all individuals who elect not to provide this additional requested material.

### Project Descriptors

**Project Descriptors:** Check off one or more of the following "descriptors" if it applies to a significant portion (50% or more) of the grant activities. Leave lines blank if none apply.

Accessibility: \_\_\_\_\_  
International: \_\_\_\_\_  
Presenting/Touring: \_\_\_\_\_  
Technology: \_\_\_\_\_  
Youth at Risk: \_\_\_\_\_

**Arts Education:** Please indicate the extent of Arts Education activities (if any) accomplished by this project. Leave lines blank if none apply.

Less than 50% of project activities are arts education directed to		50% or more of project activities are arts education directed to	
A. K-12	<input type="checkbox"/>	A. K-12	<input type="checkbox"/>
B. Higher Education	<input type="checkbox"/>	B. Higher Education	<input type="checkbox"/>
C. Pre-kindergarten	<input type="checkbox"/>	C. Pre-kindergarten	<input type="checkbox"/>
D. Adult learners	<input type="checkbox"/>	D. Adult learners	<input type="checkbox"/>

### Racial Characteristics

Using the chart below, check the ONE box that best represents 50% or more of the racial make-up of your organization's staff, board, general programs and audience.

	Staff	Board	Audience	General Programs
Asian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black/African American	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hispanic/Latino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
American Indian/Alaska Native	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Native Hawaiian/Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No single group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>